

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE**

Schedule No. 2419

Page 1 of 2

Agency Maryland Department of the Environment

Division/Unit

Technical and Regulatory Services Administration / Biological Assessment Section

Item No.	Description	Retention
	This schedule supersedes schedule #2279.	
1.	<p>Meeting minutes, reports</p> <p>These records show policy and implementation and include Meeting minutes, reports, notes and project reports for the Hart-Miller Island Exterior Monitoring Program, Site 104, Poplar Island Pooles Island dredging sites, Biocriteria, and EPA Biological Taxonomy Standards.</p>	Retain permanently, transfer to the State Archives periodically.
2.	<p>Memos, notes and correspondence</p> <p>These records include memos, notes, correspondence, requisitions and miscellaneous information related to the Hart-Miller Island Exterior Monitoring Program, Site 104, Poplar Island, Pooles Island dredging sites, Biocriteria, and EPA Biological Taxonomy Standards.</p>	Retain permanently any material having historical value that serves to document the origin, development, functions and accomplishments of the Agency and transfer periodically to the State Archives. Retain all other material for three (3) years, and destroy.
3.	<p>Laboratory data sheets</p> <p>These records include laboratory reports and data related to the Hart-Miller Island Exterior Monitoring Program, Site 104, Poplar Island, Pooles Island dredging sites, Biocriteria, and EPA Biological Taxonomy Standards.</p>	Retain for 5 years, then destroy
4.	<p>Biocriteria final reports, SOPs</p> <p>These records include Biocriteria reports and standards, as well as Standard Operating Procedures (SOPs).</p>	Reference copies -retain until superseded or no longer needed for reference purposes, then destroy.

Scheduled Approved by Department, Agency, or Division Representative.

Date 10/13/06
 Signature Deanna Miles-Brown
 Typed Name Deanna Miles-Brown
 Title Coordinator

Schedule Authorized by State Archivist

Date 2 Oct 06
 Signature [Signature]

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
(Continuation Sheet)

Schedule No. 2419

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Agency Maryland Department of the Environment Division/Unit
Technical and Regulatory Services administration/ Biological Assessment Section

Item No.	Description	Retention
5.	Dredging Web site (shared drive) Notes, correspondence and project reports, and all electronic data to be placed on the MDE web site.	Reference copies –Retain 1 year, then discard.
6.	303 D List (Web site and shared drive) These records show a searchable data list. This includes over 2,000 records, 2002 -present.	Retain permanently and transfer periodically to the State Archives in accordance with Archives Rules and Regulations for Electronic Records.
7.	Fish Kill (Web site and Annapolis field office computer, 2005 –present report on shared drive) These records include: (1) investigations of fish kill incidents data base and annual reports; (2) long term trend data base (1989 –present); and (3) annual fish kill summary reports (hard copies, 1984 –present in Annapolis field office).	Retain permanently and transfer periodically to the State Archives in accordance with Archives Rules and Regulations for Electronic Records.

INSTRUCTIONS -TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

Page 1 Of 7

1. DEPARTMENT/AGENCY
Environment

2. DIVISION
Technical and Regulatory Services Adm.

3. UNIT
Biological Assessment Section

DEFINITION - Records series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORDS SERIES TITLE
Meeting minutes, reports

5. EARLIEST YEAR / LATEST YEAR
1997 TO Present

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series).

These records show policy and implementation and include meeting minutes, reports, notes and project reports for the Hart-Miller Island Exterior Monitoring Program, Site 104, Poplar Island and Pooles Island dredging sites, Biocriteria, and EPA Biological Taxonomy Standards..

7. RECORD SERIES FORMAT(S)

X Letter Size Microfilm

Legal Size Computer Tape

Bound Book X Floppy Disk

Audio Tape Video Tape

X Other (Specify) -Records kept on hard drive of computer.

8. RECORD SERIES SEQUENCE

Alphabetical

Numerical

Chronological

Geographical

X Other (Specify)

9. VOLUME

X File Drawer(s)
Microfilm Reel(s)
Computer Tape(s)
1 Other (Specify)
Number

10. ANNUAL ACCUMULATION

X File Drawer(s)
Microfilm Reel(s)
Computer Tape(s)
1 Other (Specify)
Number

11. FILE IS USED

X Daily Weekly X Monthly

12. FILE BECOMES INACTIVE AFTER

Number Month(s) Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)
1800 Washington Blvd, 5th Floor

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)
Yes X No

15. ACCESS RESTRICTIONS If yes, cite law(s) & regs

Yes X No

16. AUDIT REQUIREMENTS

X None State Federal Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware)

Yes X No

RECOMMENDED RETENTION

Meeting minutes, reports -Retain permanently, transfer to the State Archives periodically.

19. NAME AND TITLE OF PREPARER
Matt Rowe, ES.V

20. TELEPHONE NUMBER
410.537.3578

21. DATE
9/20/2006

INSTRUCTIONS -TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
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AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY
Environment

2. DIVISION
Technical and Regulatory Services Adm.

3. UNIT
Biological Assessment Section

DEFINITION - Records series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORDS SERIES TITLE
Memos, notes and correspondence

5. EARLIEST YEAR / LATEST YEAR
1997 TO Present

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series).

These records include memos, notes, correspondence, requisitions and miscellaneous information related to the Hart-Miller Island Exterior Monitoring Program, Site 104, Poplar Island Pooles Island dredging sites, Biocriteria, and EPA Biological Taxonomy Standards.

7. RECORD SERIES FORMAT(S)

☒ Letter Size Microfilm

☐ Legal Size Computer Tape

☐ Bound Book ☒ Floppy Disk

☐ Audio Tape Video Tape

☒ Other (Specify) -Records kept on hard drive of computer.

8. RECORD SERIES SEQUENCE

☐ Alphabetical

☐ Numerical

☐ Chronological

☐ Geographical

☒ Other (Specify)

9. VOLUME

☒ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (Specify)
1
Number

10. ANNUAL ACCUMULATION

☒ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (Specify)
1
Number

11. FILE IS USED

☒ Daily Weekly ☒ Monthly

12. FILE BECOMES INACTIVE AFTER

3 Month(s) ☒ Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)
1800 Washington Blvd, 5th Floor

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

☐ Yes ☒ No

15. ACCESS RESTRICTIONS If yes, cite law(s) & regs

☐ Yes ☒ No

16. AUDIT REQUIREMENTS

☒ None State Federal Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware)

☐ Yes ☒ No

RECOMMENDED RETENTION

Memos, notes, correspondence -Retain for 3 years, then destroy.

19. NAME AND TITLE OF PREPARER
Matt Rowe, ES V

20. TELEPHONE NUMBER
410.537.3578

21. DATE
9/20/2006

INSTRUCTIONS -TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

**DEPARTMENT OF GENERAL
SERVICES**
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
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AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY
Environment

2. DIVISION
Technical and Regulatory Services Adm.

3. UNIT
Biological Assessment Section

DEFINITION - Records series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORDS SERIES TITLE
Laboratory data Sheets

5. EARLIEST YEAR / LATEST YEAR
1997 TO Present

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series).

These records include laboratory reports and data related to the Hart-Miller Island Exterior Monitoring Program, Site 104, Poplar Island Pooles Island dredging sites, Biocriteria, and EPA Biological Taxonomy Standards.

7. RECORD SERIES FORMAT(S)

X Letter Size Microfilm

Legal Size Computer Tape

Bound Book X Floppy Disk

Audio Tape Video Tape

X Other (Specify) -Records kept on hard drive of computer.

8. RECORD SERIES SEQUENCE

Alphabetical

Numerical

Chronological

Geographical

X Other (Specify)

9. VOLUME

X File Drawer(s)
Microfilm Reel(s)
Computer Tape(s)
1 Other (Specify)
Number

10. ANNUAL ACCUMULATION

X File Drawer(s)
Microfilm Reel(s)
Computer Tape(s)
1 Other (Specify)
Number

11. FILE IS USED

X Daily Weekly X Monthly

12. FILE BECOMES INACTIVE AFTER

5 Month(s) X Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)
1800 Washington Blvd, 5th Floor

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

Yes X No

15. ACCESS RESTRICTIONS If yes, cite law(s) & regs

Yes X No

16. AUDIT REQUIREMENTS

X None State Federal Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware)

Yes X No

RECOMMENDED RETENTION

Data sheets -Retain for 5 years, then destroy.

19. NAME AND TITLE OF PREPARER
Matt Rowe, ES V

20. TELEPHONE NUMBER
410 .537 .3578

21. DATE
9/20/2006

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
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Environment

2. DIVISION
Technical and Regulatory Services Adm.

3. UNIT
Biological Assessment Section

DEFINITION - Records series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORDS SERIES TITLE
Biocriteria final reports, (SOPs)

5. EARLIEST YEAR / LATEST YEAR
1997 TO Present

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series).

These records include Biocriteria reports and standards, as well as Standard Operating Procedures (SOPs).

7. RECORD SERIES FORMAT(S)

X Letter Size Microfilm

Legal Size Computer Tape

Bound Book X Floppy Disk

Audio Tape Video Tape

X Other (Specify) -Records kept on hard drive of computer.

8. RECORD SERIES SEQUENCE

Alphabetical

Numerical

Chronological

Geographical

X Other (Specify)

9. VOLUME

X File Drawer(s)
Microfilm Reel(s)
Computer Tape(s)
1 Other (Specify)
Number

10. ANNUAL ACCUMULATION

X File Drawer(s)
Microfilm Reel(s)
Computer Tape(s)
1 Other (Specify)
Number

11. FILE IS USED

X Daily Weekly X Monthly

12. FILE BECOMES INACTIVE AFTER

1 Month(s) X Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)
1800 Washington Blvd, 5th Floor

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

Yes X No

15. ACCESS RESTRICTIONS If yes, cite law(s) & regs

Yes X No

16. AUDIT REQUIREMENTS

X None State Federal Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware)

Yes X No

RECOMMENDED RETENTION

Biocriteria, SOPs -Retain until superseded, or no longer needed, then destroy.

19. NAME AND TITLE OF PREPARER
Matt Rowe, ES V

20. TELEPHONE NUMBER
410.537.3578

21. DATE
9/20/2006

INSTRUCTIONS -TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

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1. DEPARTMENT/AGENCY
Environment

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3. UNIT
Biological Assessment Section

DEFINITION - Records series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORDS SERIES TITLE
Dredging Web site (shared drive)

5. EARLIEST YEAR / LATEST YEAR
1997 TO Present

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series).

Notes, correspondence, and project reports and all electronic data to be placed on the MDE web site

7. RECORD SERIES FORMAT(S)

X Letter Size Microfilm

Legal Size Computer Tape

Bound Book X Floppy Disk

Audio Tape Video Tape

X Other (Specify) -Records kept on hard drive of computer.

8. RECORD SERIES SEQUENCE

Alphabetical

Numerical

Chronological

Geographical

X Other (Specify)

9. VOLUME

X File Drawer(s)
Microfilm Reel(s)
Computer Tape(s)
1 Other (Specify)
Number

10. ANNUAL ACCUMULATION

X File Drawer(s)
Microfilm Reel(s)
Computer Tape(s)
1 Other (Specify)
Number

11. FILE IS USED

X Daily Weekly X Monthly

12. FILE BECOMES INACTIVE AFTER

1 Month(s) X Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)
1800 Washington Blvd, 5th Floor

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

Yes X No

15. ACCESS RESTRICTIONS If yes, cite law(s) & regs

Yes X No

16. AUDIT REQUIREMENTS

X None State Federal Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware)

Yes X No

RECOMMENDED RETENTION

Dredging Web site -Retain reference copies for 1 year, then destroy.

19. NAME AND TITLE OF PREPARER
Matt Rowe, ES V

20. TELEPHONE NUMBER
410.537.3578

21. DATE
9/20/2006

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3. UNIT
Biological Assessment Section

DEFINITION - Records series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORDS SERIES TITLE
303 D List (WEB site and shared drive)

5. EARLIEST YEAR / LATEST YEAR
2002 TO Present

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series).

These records show a searchable data list. This includes over 2,000 records, 2002 -present.

7.-RECORD SERIES FORMAT(S)

Letter Size Microfilm
Legal Size Computer Tape
~~Bound Book~~ Floppy Disk
Audio Tape Video Tape
☒ Other (Specify) -Records kept on hard drive of computer.

8. RECORD SERIES SEQUENCE

Alphabetical
Numerical
Chronological
Geographical
☒ Other (Specify)

9. VOLUME

File Drawer(s)
Microfilm Reel(s)
Computer Tape(s)
1 Other (Specify) Web site
Number and shared drive

10. ANNUAL ACCUMULATION

File Drawer(s)
Microfilm Reel(s)
Computer Tape(s)
1 Other (Specify)
Number

11. FILE IS USED

☒ Daily Weekly ☒ Monthly

12. FILE BECOMES INACTIVE AFTER

Number Month(s) Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)
1800 Washington Blvd, 5th Floor

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

Yes ☒ No

15. ACCESS RESTRICTIONS If yes, cite law(s) & regs

Yes ☒ No

16. AUDIT REQUIREMENTS

☒ None State Federal Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware)

Yes ☒ No

RECOMMENDED RETENTION

Retain permanently, and transfer to the State Archives periodically.

19. NAME AND TITLE OF PREPARER
Matt Rowe, ES V

20. TELEPHONE NUMBER
410.537.3578

21. DATE
9/20/2006

INSTRUCTIONS -TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

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1. DEPARTMENT/AGENCY
Environment

2. DIVISION
Technical and Regulatory Services Adm.

3. UNIT
Biological Assessment Section

DEFINITION - Records series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORDS SERIES TITLE
Fish Kill (Web site and Annapolis field office computer, 2005 - present report on shared drive))

5. EARLIEST YEAR / LATEST YEAR
1984 TO Present

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series).

These records include: (1) investigations of fish kill incidents data base and annual reports; (2) long term trend data base (1989 - present); and (3) annual fish kill summary reports (hard copies, 1984 -present in Annapolis field office.)

7. RECORD SERIES FORMAT(S)

Letter Size Microfilm

Legal Size Computer Tape

Bound Book Floppy Disk

Audio Tape Video Tape

X Other (Specify) -Records kept on hard drive of computer.

8. RECORD SERIES SEQUENCE

Alphabetical

Numerical

Chronological

Geographical

X Other (Specify)

9. VOLUME

File Drawer(s)
Microfilm Reel(s)
Computer Tape(s)
Other (Specify) Web site
and shared drive
____ 1 ____
Number

10. ANNUAL ACCUMULATION

File Drawer(s)
Microfilm Reel(s)
Computer Tape(s)
Other (Specify)
____ 1 ____
Number

11. FILE IS USED

X Daily Weekly X Monthly

12. FILE BECOMES INACTIVE AFTER

Number Month(s) Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)
1800 Washington Blvd, 5th Floor

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

Yes X No

15. ACCESS RESTRICTIONS If yes, cite law(s) & regs

Yes X No

16. AUDIT REQUIREMENTS

X None State Federal Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware)

Yes X No

RECOMMENDED RETENTION
Retain permanently, and transfer to the State Archives periodically.

19. NAME AND TITLE OF PREPARER
Matt Rowe, ES V

20. TELEPHONE NUMBER
410.537.3578

21. DATE
9/20/2006